

Old St. Mary's Middle School Handbook 2019-2020



**Old St. Mary's School
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Chicago, IL
Main Office: 312-386-1560**

Old St. Mary's Middle School Handbook 2019-2020

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WELCOME TO OSM MIDDLE SCHOOL

A Message to Parents

The goal of our middle school is to support parents as the prime educators of their children. We seek to help our students become respectful and responsible young men and women.

This supplemental handbook is provided to all families that have students in middle school at Old St. Mary's School. It includes additional policies, our program is designed to meet the needs of middle school students and the information provided is specific to this age group. Read this handbook and keep it as an available reference.

Statements in this handbook are subject to amendment with or without notice. The school principal will keep the families informed of all changes as soon as practical. By signing the acknowledgement form, you and your child agree to aware and comply with the school policy as stated in the handbook.

We are grateful for your support, understanding and cooperation in all middle school matters.

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Lead through Faith, Grow in Knowledge, Serve with Love

School Philosophy

Old St. Mary's Catholic School is dedicated to educating the children of its growing parish by:

- Providing a solid foundation in Catholic faith, prayer and service while complementing the role of the family in nurturing a strong sense of dignity and self worth in each child.
- Developing an appreciation of every child and their connection to others by fostering a sense of concern and a commitment to service.
- Collaborating with a community of teachers, clergy, parents and parishioners who are dedicated to providing children with a Catholic education and developing them to their full potential – spiritually, ethically, intellectually, socially and physically in a caring, nurturing environment.
- Encouraging habits that build strong minds in healthy bodies and that nurture secure and poised individuals who will be ready to meet the challenges of the present and future.

The OSM Knights Middle School Code of Honor

Prepared: bring all necessary materials for all classes

Prompt: be in your seat and ready to learn at the start of every class

Productive: complete all assignments by the assigned due date

Polite: demonstrate respect for all and adhere to the code of conduct in your handbook

Proud: demonstrate pride in your work and Old St. Mary's School

SET A POSITIVE EXAMPLE.

YOU ARE THE ROLE MODELS OF OUR SCHOOL.

Students Responsibilities

- **Start Time**

- Students must be in their classrooms, prepared and ready to learn by 8:00 AM.

- In order to ensure on-time arrival, students are strongly encouraged to arrive on school property by 7:50 AM.
- Students who are tardy will be marked in Powerschool and are subject to the school tardy policy.

- **Materials**

- Students will have access to their lockers upon arrival at school, during passing periods, before lunch, and at the end of the day. Students will need to come to each class with all necessary materials. Students will *not* be allowed to return to their homeroom / lockers for forgotten materials during class.
- Any school issued textbooks / novels need to be returned in a reasonable state in a condition that reflects normal wear and tear. If textbooks are damaged or lost, students will be responsible to pay for a replacement.
- Students must come to school everyday with their current Independent Reading Book of their choice.
- Students must come to school with your Dell chromebooks completely charged and have your earbuds.

- **Homework**

- Homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons and to supplement and enrich class work. Homework is not busy work. Assignments should be completed thoroughly.
- Printed assignments need to be printed ahead of time, prior to 8am.
- Late assignments may result in a loss of academic credit at the discretion of the individual teacher.

- **Absent Policy**

- If a student is absent, it is the responsibility of the student to find out what was missed. A student will have one day to complete assignments for every day missed.
- Students are strongly encouraged to schedule shadow days when OSM has a day off and the shadow high school is in session.
- For planned extended absences, teachers are not required to provide assignments.

Student Conduct

- **Classroom Conduct**

- Respect yourself, your teachers and your classmates
- Pay attention and participate
- Follow directions the FIRST time they are given
- Promote a positive learning environment
- Take responsibility for your actions

- **Hallway Conduct**

- Students will be passing from class to class while teachers monitor the hall making sure they are considerate of other students, teachers and their learning. Disruptive or loud talking will result in a demerit.
- When students travel to the parish center, students will be silent in the stairwells and church lobby.

- **Church Conduct**

- Students should be role models to their faith partners. Older students should help their prayer buddies follow mass procedures.
- Students should enter and exit the church reverently.

- **Playground Conduct**

- Demonstrate good sportsmanship and refrain from aggressive or physical behavior.

General Guidelines and Procedures

- **Snacks**

- Snacks are optional. Students will have the opportunity to have a snack each day around 10:00 AM. The snack is to be easily accessible from the backpack, not the lunch bag.
- Snacks can be a snack bar or piece of fruit. This is a working snack, not a break.

- **Backpack / Lunch Bag Policy**

- Students will carry their backpack with them throughout the entire course of the day.
- Students' lunch boxes are kept in their lockers and only taken out at lunch time.

- **Dress Code - Uniform Days**

- **Parental Role:** While the faculty and staff have the responsibility to review and respond to student appearance, the school expects the parents to monitor the appearance of their children before the child enters the building. We suggest the following standard at

home: If it is questionable whether an item of clothing would be acceptable, then students should not wear it to school.

- Shoes: Shoes must be sensible, dark colored, walking shoes (solid brown, black or navy blue).
- Socks: Blue, brown or white socks are required and must be visible. No-show socks are not acceptable.
- Leggings / Tights: Must be solid white or solid navy blue. If students wear leggings they must wear visible socks.
- Snow boots: If students wear snow boots to school, they must change into school shoes before entering the classroom.
- Shorts: Shorts may not be worn October 15th - April 15th. This includes non-uniform days AND gym days.
- Gym Uniform: On assigned gym days, all students must wear the official gym pants/ shorts and t-shirt purchased through Dennis Uniform.
- Sweaters / Sweatshirts: Dennis brand uniform sweatshirts and OSM spirit wear purchased through OSM Merchandise can be worn all year long.
- Students are required to wear a belt with pants and shorts.
- Shirts must be tucked in at all times.
- Modest makeup is allowed. Modest means unnoticed.
- Church Attire: Boys are required to wear a tie with a button up Dennis Uniform oxford shirt to mass; not a polo shirt. Church attire is required for the whole day.
- Backpacks: Students will only be allowed to carry their backpacks while at school. No additional items, such as purses, fanny packs, or distracting jewelry are allowed to be carried or worn.
- OSM staff members reserve the right to prohibit any distracting accessories.
- All aforementioned dress code policies are up to the discretion of the teachers and administration.
- Please make sure you refer to the OSM handbook for more details about uniforms and uniform infractions.
- Dress code infractions will result in a demerit.
- Look your best, feel your best, do your best.

● **Dress Code - Non-Uniform Days**

- For all out of uniform days, students are expected to dress in neat, clean, modest, and appropriately fitting clothing.
- Unacceptable clothing includes: torn or tight-fitting clothing, cropped tops, spaghetti straps, or open back shirts.

If leggings are worn, a modest, long shirt or dress (2 inches above the knee) must be worn.

- **Grading Scale**

- A...100-90
- B...89-80
- C...79-70
- D...69-60
- U...59 and below
- Extra credit projects are not offered in middle school.

- **GPA and Academic Recognition**

- GPA is calculated for academic core subjects.
- Upon graduation, students will be recognized for outstanding academic achievement based on cumulative GPA throughout Middle School.

- **Academic Integrity**

- Each student is expected to complete and present their own work. Collaboration on certain projects is only allowed when permission is given. Any and all work submitted individually (i.e. with one student's name on it), *must* be that student's own work in his or her own words.
- Homework or projects assigned as individual work may not be shared
- Cheating and plagiarism are serious infractions. It results in an immediate detention. *Any cheating and/or plagiarism will result in loss of credit and/or an additional assignment, along with other possible disciplinary action.* This is up to the discretion of the teacher and administration.

- **Service Hours**

- All middle school students are required to complete service hours. Students will be informed during the school year of the requirements and the many available opportunities. The completion of the required service hours is part of the religion grade.

- **OSM Ambassadors**

- Interested middle school students may apply to be an OSM Ambassador. Ambassadors are students who are chosen to represent our school and help with school related activities such as school tours, performances, assistance with social justice activities and many other exciting opportunities.

- Ambassadors should possess the following qualities: enthusiasm, leadership, responsibility, dependability, maturity, initiative, dedication, punctuality and confidence in public speaking.
- Service as an ambassador is over and above the requirements for middle school service hours.
- Any student may apply to be an ambassador. The application process consists of the following:
 - Paper Application
 - Essay
 - Interview with school principal
 - Interview with other school representatives

- **Cell Phones**

- Students must turn in their cell phones and/or smart watch each and every morning. They will be re-distributed at dismissal.
- CELL PHONES MAY NOT BE USED DURING AFTERCARE.
- A violation of the above will result in the phone being confiscated. Parents will be notified and the phone will be given to the school office. **ONLY** the parent / guardian may retrieve the cell phone.

- **Technology and Chromebooks**

- Users of Old St. Mary's services are expected to adhere to a high standard of ethical use supporting our mission, philosophy and goals.
- Technology services may not be used to access, download, store and/or distribute any material which is defamatory, abusive, obscene, profane, threatening or sexually explicit.
- Chromebooks will remain in backpacks unless students are specifically asked to retrieve them for class instruction.
- 6th grade students and parents will be required to attend a technology meeting and sign a separate technology agreement that contains more details. This will be discussed at the beginning of the year.
- Please contact the front desk if you need to communicate with your child. *Please do not email them during school.*

- **Knights Honor Code Card**

- The Honor Code Card is a system that will help the middle school students be prepared, prompt, polite, productive and proud. Each student will have an Honor Code Card.
- If 3 infractions of the honor code occur, a student will serve an **AFTER SCHOOL DETENTION**. A detention notice will be sent home that day to indicate that their child

will be serving a detention from 3:30pm - 4:15pm on the following Tuesday or Thursday with at least 2 days notice. This notice is to be signed by a parent and returned by the day of the assigned detention. Detentions must be served on the assigned date, regardless of any extracurricular activities. Failure to return the signed detention notice will result in parent notification.

- If a student earns three detentions in one trimester, a meeting with parents and homeroom teacher.
- If a student earns four detentions in one trimester, students will receive a one-day in-school suspension.
- If a student earns five detentions in one trimester, a student will receive a one-day out-of-school suspension and a meeting will take place with principal, student, and parents, and further consequences will be considered.

○ **Exclusion from Participating in Field Trips**

- After earning nine demerits throughout the academic year (related to disrespectful behavior, cheating, plagiarism, and circumstances where students received an immediate detention), students will be unable to participate in upcoming field trips will serve an in-school suspension on the date of the field trip.
- Disrespectful behavior can also impact school related events, clubs, and athletics.
- Demerits for the above offenses are cumulative throughout the year.

● **Annual Class Trips**

- 7th graders have the opportunity to attend a class trip to Springfield, IL in the Spring. The cost of this trip is covered under the activity fee.
- 8th graders have the opportunity to attend a class trip to Washington D.C. in the spring. This requires a substantial additional financial cost. Please plan accordingly. More details will be shared during a Fall parent meeting. Families in need of financial assistance can contact administration.

Our middle school represents Old St. Mary's school, philosophy and mission statement. We ask that you support us in our endeavors to maintain a safe and effective learning environment. We look forward to a positive and productive school year.

Sincerely,

OSM Administration and Middle School Team